

# Operator's Lesson Plan

## ORI Functions

### I. Introduction

This file gives the users the capability to inquire upon any ORI and receive the agency name, address, and telephone number in the response. This will aid in hit confirmations or for message switching purposes as well as obtaining addresses, telephone numbers and other vital data about an agency. The users will also be able to modify their agency address and telephone number which will allow the records to be kept up-to-date for any future mailings or publications from IDACS or NCIC.

### II. Objectives

Upon completion of this lesson, the user will be able to answer test questions related to the ORI Functions.

### III. IDACS ORI Query (Indiana Only)

There are two types of inquiries that the user may utilize to access the file. The first type of inquiry is ORI and Location and the second type is ORI only.

#### A. Query IDACS ORI File (QORI)

The screenshot displays the 'Omnixx Force' application window. The title bar reads 'Omnixx Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window is titled 'QUERY IDACS ORI FILE (QORI)'. It contains three data entry sections:

- USER DATA:**
  - User ID (UID): TRN21
  - Password Field (PWD): [Empty]
  - Entering Agency (ENT): [Empty]
  - Requestor (RQR): [Empty]
- AGENCY/CASE DATA:**
  - Originating Agency Code (ORI): JINISF0000
  - Optional Control Field: [Empty]
- SEARCH DATA:**
  - Inquiry ORI Code (ORI): [Empty]
  - Location (LOC): [Empty]

At the bottom of the window, there is a 'Command:' field and a status bar showing 'FOX-PRIM', 'T', 'DPS21', 'TRN21', 'LOG', '0 Message', and '11:17'. The Datamaxx logo and 'Leading Law Enforcement Technology' are visible in the bottom right corner.

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## Search Data

1. Inquiry ORI Code (ORI)
  - a. Required.
  - b. The nine (9) character ORI of the agency.
  
2. Location (LOC)
  - a. If used will reduce the number of positive responses but the exact location must be used to receive a positive response.

### III. NCIC ORI Query

This file give the users capability to inquire upon any ORI and receive the agency name, address, and telephone in the response. All ORI record entries will be made by the FBI NCIC Editorial Staff.

#### B. ORI Inquiry Transaction (QO)(ZO)

The screenshot displays the Omnixx Force application window. The title bar reads "Omnixx Force". The menu bar includes "File", "Forms", "Edit", "Comm", "Options", "Tools", "Windows", "Links", and "Help". The toolbar contains icons for "Transmit", "Message Window", and "Message Log".

The main window is titled "ORI INQUIRY TRANSACTION (QO)". It contains the following sections:

- USER DATA:**
  - User ID (UID): TRN21
  - Password Field (PWID): [Redacted]
  - Entering Agency (ENT): [Redacted]
  - Requestor (RQR): [Redacted]
- AGENCY/CASE DATA:**
  - Originating Agency Code (ORI): INISP0000
  - ORI to be Entered (ORI): [Redacted]
- TEST INDICATOR:**
  - Test Indicator: N

At the bottom of the window, there is a "Command:" field. The status bar at the very bottom shows "FOX-PRIM", "T", "DP521", "TRN21", "LOG", "0 Message", and "11:24". The Datamaxx logo and "Leading Law Enforcement Technology" are visible in the bottom right corner.

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## IV. Query NLETS Orion File

This file allows a user to find the ORI of an NLETS user agency when only the location (city and state) or Federal agency (name of agency and state) is known. If only the ORI is known it allows a user to gather information (i.e., address, phone, FAX number) on an agency. There are six basic types of inquiries that may be utilized to access the file: ORI, Location, Location and Agency Type, Federal Agency, Foreign (Miscellaneous) ORI File and NLETS or NCIC Representative.

### C. Query NLETS Orion File (TQ)

### Search Data

1. Inquiry Code (ORI)
  - a. Must be nine characters if inquiring by ORI.
2. Agency Type (TYP)
  - a. Used in conjunction with the Location (LOC).
  - b. If seven or fewer characters are given, the system will search records whose entire LOC field matches the specified characters. If no exact match, a search will be performed with specified

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characters. Ex: LOC/ROCK Rock, Illinois Police Department.  
If TYP is not used multiple responses will be received for: ROCK, ROCK FALLS, ROCKFORD, AND ROCK ISLAND.

3. Federal Department (FED)
  - a. Used in conjunction with Location (LOC).
  - b. This field must contain an appropriate 3 character code for the agency being queried.
4. NCIC/NLETS Representative (REP)
  - a. This field is used to search the name of the State's representative.

## XI. Query NLETS Orion File

This file allows a user to find the ORI of an NLETS user agency when only the location (city and state) or Federal agency (name of agency and state) is known. If only the ORI is known it allows a user to gather information (i.e., address, phone, FAX number) on an agency. There are six basic types of inquiries that may be utilized to access the file: ORI, Location, Location and Agency Type, Federal Agency, Foreign (Miscellaneous) ORI File and NLETS or NCIC Representative.

### D. Query NLETS Orion File (TQ)

The screenshot displays the 'Omnibox Force' application window. The title bar reads 'Omnibox Force'. The menu bar includes 'File', 'Forms', 'Edit', 'Comm', 'Options', 'Tools', 'Windows', 'Links', and 'Help'. The toolbar contains icons for 'Transmit', 'Message Window', and 'Message Log'. The main window is titled 'QUERY NLETS ORION FILE (TQ)'. It features three main sections:

- USER DATA:** Includes fields for 'User ID (UD)' (containing 'USERNAME'), 'Password Field (PWD)', 'Entering Agency (ENT)', and 'Requestor (RGR)'.
- AGENCY/CASE DATA:** Includes fields for 'Originating Agency Code (ORI)' (containing 'INISP0000'), 'NLETS State Code', and 'Optional Control Field'.
- SEARCH DATA:** Includes fields for 'Inquiry Code (ORI)', 'Agency Type (TYP)', 'Location (LOC)', 'Federal Department (FED)', and 'NCIC/NLETS Representative (REP)'.

At the bottom of the window, there is a 'Command:' field and a status bar showing 'FOX-PRIM', 'T', 'DPS19', 'TRN19', 'LOG', '0 Message', and '15:53'. The Datamaxx logo is visible in the bottom left corner, and 'Leading Law Enforcement Technology' is in the bottom right corner.

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## Search Data

1. Inquiry Code (ORI)
  - a. Must be nine characters if inquiring by ORI.
2. Agency Type (TYP)
  - a. Used in conjunction with the Location (LOC).
  - b. If seven or fewer characters are given, the system will search records whose entire LOC field matches the specified characters. If no exact match, a search will be performed with specified characters. Ex: LOC/ROCK Rock, Illinois Police Department. If TYP is not used multiple responses will be received for: ROCK, ROCK FALLS, ROCKFORD, AND ROCK ISLAND.
3. Federal Department (FED)
  - a. Used in conjunction with Location (LOC).
  - b. This field must contain an appropriate 3 character code for the agency being queried.
4. NCIC/NLETS Representative (REP)
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